

13. Return to Title IV

13.1 Process Overview and Applicability

Federal Regulations require that students who receive Federal Title IV Student Financial Aid and withdraw from all classes up through the 60% point of the semester may be required to repay all or a portion of financial assistance received. At Woodland Community College, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant, and Direct Loans are subject to these repayment provisions effective July 1, 2002.

General Steps:

Step 1: Determine if the student is considered to have withdrawn from the payment period or period of enrollment. The Registrar's Office determines this. For official withdrawals, a report is run on a monthly basis by the Fiscal Support Technician in the Financial Aid Office. For unofficial withdrawals, a report is run at the end of term after all grades are submitted. The student is considered to have a total withdrawal if the student earns 0 credits for the term and all term grades are FWs, Ws, or a combination of both.

Step 2: Determine if the student is eligible for an R2T4 exemption. This is conducted by the Financial Aid Office. Exemptions are available for students meeting graduation requirements or meet certain module criteria or due to COVID-19 (those receiving FEW grades).

Step 3: Determine the student's withdrawal date. This is determined based on the information reported to the Registrar's Office. If the date is unavailable, the repayment calculation is based on 50% completion of the term.

Step 4: Determine the percentage of earned aid.

Step 5: Determine the amount of earned aid.

Step 6: Determine the amount of unearned aid.

Step 7: Determine the school and student shares of unearned aid.

Step 8: Allocate unearned aid.

Step 9: Make post-withdrawal disbursements (if any).

Step 10: Notify students of returned aid and the requirement to complete exit counseling within 30 days, if applicable.

Policies

Students who receive Federal financial aid and withdraw prior to the 60% period of each term may be billed for a portion of their financial aid:

Return to Title IV calculations are conducted for any Title IV recipient that started courses, but did not successfully complete all courses. This could be an official withdrawal or unofficial withdrawal.

Official Total Withdrawal

Official total withdrawals occur throughout the semester and are processed by the Registrar's Office. The Financial Aid Office runs a monthly report to find all students that have withdrawn. The R2T4 process will need to be completed for any student that received Title IV aid.

Unofficial Total Withdrawal

Unofficial total withdrawals occur when a student earns 0 credits during the semester, receiving any combination of grades of FW or W. After grades have been posted, the Fiscal Support Technician will run an FW&W Report. The R2T4 process will need to be completed for any student that received Title IV aid. A calculation for repayment will be made based on the last day the student participated in an academically related activity, as reported by faculty at the time of grade submission.

Exemptions from R2T4 process

The following situations are exempted from the R2T4 process:

- Students who successfully complete at least one credit of a full-semester length course.
- Students offered Federal Work Study only
- Students who never began attendance in any class (aid will be recalculated)
- Students who complete all requirements for graduation, even with the withdraw
- Students who successfully complete one or more modules equaling 49 percent or more of the countable days in the payment period the student was expected to complete
- Students who successfully complete coursework equal to half-time enrollment (6 credits), for programs offered in modules and even if the 6 credits was successfully completed before the end of the period of enrollment
- Students who provide written confirmation at the time of withdrawal that he or she will resume studies in the same term (future module enrollment)

Procedures

Official Total Withdrawals are processed throughout the semester, on a monthly review cycle to ensure processing no later than 30 days after the student has stopped attending courses or submits an assignment. Unofficial withdrawals are processed within 30 days of the end of the semester, beginning as soon as grades are posted by faculty.

13.2 Withdrawal Date

Policies

WCC does not require attendance. The Withdrawal Date can be defined as:

- the date the student initiated the withdrawal (signed the form or initiated the process with the Registrar's Office)
- the date the student withdrew from courses online
- the date faculty reported the student stopped attending course or participated in an academic-related activity, such as:
 - Submitting an assignment
 - Attempting a quiz, test or exam
 - Participating in a faculty-sponsored study group
 - Participating in an online discussion forum
 - Attending faculty office hours for course material discussion
- the date of accident or death, in the case the student cannot initiate withdrawal process

Procedures

The Financial Aid Administrator can find the withdrawal date on the monthly report out of Colleague. When dates differ by course, the later of the dates should be used.

There is not an opportunity for students to rescind a withdrawal notification.

13.3 Formula Calculation

Policies

The Fiscal Support Technician will run the monthly or after term grade report and complete the R2T4 process for students receiving Title IV aid. Calculations are conducted directly in Colleague. Colleague will automatically calculate the number of dates within a payment period. Staff will ensure that all breaks are accounted for. Fall Break is 4 days (Thurs through Sun) so is not counted as a scheduled break, while Spring Break is either 5 or 7 days, depending upon the academic year, so is counted as a scheduled break. Staff will also ensure that module dates are correct in the system to report scheduled days of the module.

Institutional charges, such as tuition and fees, are automatically included in Colleague and used in the calculation. Noninstitutional charges, such as library fines and parking tickets, are not included in the R2T4 calculation.

Procedures

Staff processing R2T4 will:

1. Review Colleague to determine if the student is a Title IV recipient. Adjustments will be made within Colleague to reflect only the funds that disbursed (example: adjust Pell down for half time student).
2. Review for overpayment
3. Review for academic standing
4. Review for course dates and enter the withdrawal code.
5. Complete ROFC with withdrawal determination date, enrollment status, withdrawal date, number of days in the term (for modules) and number of days the student completed. If the percent attended is 60% or higher, ROFC is updated with notes stating student completed more than 60%. If the percent attended is less than 60%, R2T4 calculation is completed and the student aid field is updated. Amount of R2T4 is noted in the comments section on ROFC.
6. Review the Institution's Required Returns and Post Withdrawal Disbursements.
7. Check for post-withdrawal disbursements (PWD). If a PWD is available, post the amount of PWD on the student's account and send a notice to the student.
8. Adjust aid as needed in Colleague.
9. Prepare and send notification to the student.

13.4 Post-Withdrawal Disbursements

Policies

Post-Withdrawal Disbursements (PWD) may be available to the student. The Financial Aid Office will notify students of PWD within 30 days of calculation. The student must contact the Financial Aid Office to accept the offer within 14 days of the date posted on the email. If the student declines, or does not respond within the time frame provided, there will not be a post withdrawal disbursement.

Procedures

The student is notified of eligibility for a PWD by email or postal mail.

When a Post Withdrawal Disbursement is available, the Fiscal Support Technician will send a notification to the student which includes:

- Loan repayment obligations;

- Request for permission to credit loan funds to a student's account to cover unpaid institutional charges;
- Request permission to make a post-withdrawal disbursement of grant or loan funds for other than institutional charges; and/or
- Request permission to make a post-withdrawal disbursement of loan funds directly to a student.

The deadline for a student to accept a loan PWD is the last day of the semester.

13.5 Returning Unearned Funds

Policies

The amount of unearned funds will be displayed in Colleague and split between the institution's and student's responsibility. WCC will return the institutional funds to the Department. Federal Work Study funds earned are never included in the unearned funds.

Unearned funds are returned in the following priority:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. PLUS Loan
4. Pell Grant
5. SEOG
6. TEACH Grant
7. IASG

Procedures

Students are notified of any return of funds via email or postal mail after the calculation is run. This can be done immediately, but no later than 30 days after calculation is completed.

Financial Aid reduces the amount of Pell in Colleague by the amount of the institutional portion. The College pays this portion, but an institutional charge is placed on the student's account.

13.5.1 Overpayment Resolution

Policies

The return of the Title IV funds calculation requires two separate amounts to be paid as follows:

Portion A: to be paid by the student to the U.S. Department of Education.

Students who owe repayment of Federal Title IV Aid will not be eligible to receive any additional financial aid payments at any postsecondary institution until the following conditions are met:

- Repayment has been made in full. (Student may repay the full amount to WCC within 45 days.) OR
- Satisfactory payment arrangements are made with the U.S. Department of Education. (The account will be referred to the Department of Education after 45 days.)

Portion B: to be paid by the student to WCC:

Students may be eligible to continue receiving financial aid payments with this option; however, owing this fee to the institution may block a student from enrolling in future terms and accessing transcripts and grades.

Procedures

While general overpayments are held until the end of semester, the student portion of R2T4 overpayments are only held for 45 days. The Fiscal Support Technician will request the overpayment referral form be completed and sent to NSLDS.

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